

CITY OF LINCOLN

FIRE CHIEF

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under administrative direction, plans, manages, and oversees the operations of the Fire Department which includes fire suppression, fire prevention, emergency preparedness, and administration. Coordinates with other City officials, departments, outside agencies and organizations; provides responsible and complex staff support to the City Council and City Manager; performs other duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Fire Chief** position is in the administrative management level class and oversees all functions and operations of the Fire Department. This classification is distinguished from the next lower classification of Fire Operations Chief by the performance of overall department management responsibilities.

SUPERVISION RECEIVED AND EXERCISED:

Receives administrative direction from the City Manager. Exercises direct and indirect supervision over Fire operating personnel, management, professional, technical, and office support staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Plans, organizes, assigns, directs, reviews, and evaluates all Fire Department services and activities, including fire suppression, fire prevention, emergency preparedness, public services, programs and administration.
- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the Fire Department.
- Prepares, manages and coordinates the development of the Fire Department budget; prepares forecasts of necessary funds for staffing, equipment, materials and supplies; presents, justifies and defends programs, operations and activities; monitors and approves expenditures; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary.
- Oversees the selection, training and evaluation programs for all Fire personnel; provides or coordinates in-service training; identifies and resolves staff deficiencies; fulfills discipline procedures and reviews the work of department personnel.
- Ensures compliance with and enforcement of codes, laws, and City ordinances related to implementation of an effective community fire prevention program; ensures upgrades of local codes and ordinances based on changes in the Uniform Fire Code.

- Serves as a resource for department personnel, City staff and other organizations; coordinates pertinent information, resources and work teams necessary to support a positive and productive environment.
- Attends and participates in professional and community meetings; stays current on issues relative to the field of Fire prevention and suppression; maintains a customer service orientation within the department; responds to and resolves sensitive and complex community and organizational inquiries and complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.
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PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, twisting and reaching for equipment surrounding desk while completing paperwork or forms; uses telephone and writes or uses keyboard to communicate through written means; perform various tasks that require standing, walking, bending, stooping, squatting, kneeling, simple and power grasping, pushing, pulling, and fine manipulation; performs physical activities of a strenuous nature requiring physical fitness including, but not limited to, pulling a charged hose line, picking up victims/debris, and pulling down a wood ceiling with an ax or power saw; sees and hears with sufficient acuity to identify hazards when responding to emergency situations or incidents; may lift very heavy weights, especially when responding to emergency situations or incidents. Intermittently incumbent works indoors, travels when responding to emergency situations or incidents or when assigned to support sworn personnel; may be exposed to dust, noise, smoke, fumes, gases, oil, grease, constant equipment vibration, machinery with moving parts, moving objects and other vehicles, wet and slippery surfaces; works unusual and prolonged schedules during emergencies, seasonally-caused circumstances in varying climates and high and low temperature conditions. Incumbent is continuously required to know and understand all aspects of the job and department operations, observing and following safety rules, especially when responding to emergencies, life/death situations or incidents; knows, understands, and interprets departmental and operational policies, procedures, rules and techniques; identifies and analyzes potential hazards when responding to emergency situations or incidents, taking appropriate action.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Fire Chief**. A typical way of obtaining the required qualifications is to possess the equivalent of five years of broad and extensive experience in Fire Management, including at least three years in a responsible management capacity, and a bachelor's degree in fire technology, public administration, business administration or a related field.

License/Certificate:

Possession of, or the ability to obtain, a valid class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Principles and practices of modern municipal fire administration including incident command strategy and tactics, fire prevention, investigation, and suppression management; fire apparatus and equipment, code enforcement, motivational theory and public labor relations theory; practices; methods and techniques of effective leadership, team building, and project management; methods and principles of vocational instruction as relates to instruction of fire emergency personnel; city streets, public assemblage buildings, location of commercial/industrial occupancies operating under hazardous material licenses in the City of Lincoln; basic principles and practices of program and budget development, administration and evaluation; methods and techniques of supervision, training and motivation; applicable federal, state and local laws, codes and regulations, including uniform fire and building codes; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Effectively plan, organize, coordinate the work of the Fire Department; represent the interests of the City in the community and at professional meetings; gain cooperation through discussion and persuasion; project consequences of proposed actions and implements recommendations in support of goals; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications; safely and effectively operate a variety of equipment, tools and materials used in fire prevention.

Salary Range:	Department Head/Unrepresented Employees
FLSA:	Exempt
Employee Group:	Contract
Adopted:	